

## ADMINISTRATION OF MEDICATION AT SCHOOL

- 1) The school nurse, principal, teachers, or other school personnel are not allowed to administer anything that is considered a medication, whether prescription or over-the-counter, without a doctor's order.
- 2) Medication is anything that is given orally, intramuscularly, sublingual, topical, inhaled, or anything that penetrates any body orifice for the sole purpose of alleviating discomfort, fighting bacteria, or in some cases nutritional supplements. This includes:
  - o All prescription medications (pills, liquids, inhalers, etc.)
  - o Cough Drops
  - o Throat Lozenges
  - o Tylenol (Acetaminophen of any brand)
  - o Advil (Ibuprofen of any brand)
  - o Aleve (Naprosen or Naproxen of any brand)
  - o Eye Drops
  - o Nasal Sprays
  - o Topical ointment/creams (Neosporin, Cortaid, etc.)
  - o Vitamins (whether liquid, solid, or powder)
  - o Benadryl
  - o Cough Syrup or Thin Strips
  - o Pepto-Bismol (any anti-diarrhea or anti-acids)
- 3) Use form 133131 (*Permission for Prescription Medication*) which includes the name of the medication, dosage, time(s) when medication is to be given and for what length of time the medication is to be given. This form is kept on file in the nurse's office and must be completed annually.
- 4) Any changes regarding the administration of a certain medication throughout the school year (i.e. name of the medication, dosage, or time to be given) require a new medication permit to be filled out by the physician/practitioner and parent/guardian.
- 5) If the nurse has any questions about the advisability of the medication, he/she may contact the physician/practitioner directly.
- 6) All medication prescribed for an individual student should be kept in the container bearing the original pharmacy label and the student's name. The label on the pharmacy container must match the order written by the physician/practitioner on the *Permission for Prescription Medication* form. All over-the-counter medications should be kept in the original container/packaging with a visible name, strength and expiration date.
- 7) No child should bring medication to school with notes from parents or carry medications on their person.
- 8) If a physician/practitioner deems it necessary and appropriate for a student to carry a medication on their person (i.e. inhalers, cough drops) the *Self-Administration of Medication* form must be completed in addition to the *Permission for Prescription Medication* form.
- 9) All medications must be picked up by a designated date at the end of each school year. If the medications are not picked up, they will be disposed of.
- 10) As per IC 20-34-3-18, medication that is possessed by a school for administration during school hours or at school functions for a student may be released for transporting out of the school only to:
  - a) The student's parents; or
  - b) An individual who is at least 18 years of age and designated in writing by the student's parent to receive the medication